

# Request for Electronic Imaging Services

JOB # 2004- \_\_\_\_\_

ARB E-Image Request Form (Rev. 5-04)

Requestor Information			
Date Submitted:	Date Needed:	Requestor's First Name:	Requestor's Last Name:
Phone:	Department:		Division:

Scanning Services - e.g., Documents, photos, etc.,			
Job Description:		Job Name:	
Number of pages scanned?	Number of CD's needed?	Number of actual pages of job?	
Video Conversion? Yes <input type="checkbox"/>			
Location of File:			
Special Instructions:			

CD Duplication and Enhancement Options		
Need to create label? <input type="checkbox"/> Yes <input type="checkbox"/> No	Bookmarks and Hyperlinks Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
OCR? <input type="checkbox"/> Yes <input type="checkbox"/> No	Start page Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Auto-run Feature needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of cases needed: Jewel <input type="checkbox"/> Sleeve <input type="checkbox"/> Jewel (slim-line) <input type="checkbox"/>	
Index needed? (Search feature) <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Job completion times vary by priority and size.**

<b>Indicate the type of output format desired:</b> <input type="checkbox"/> Create file in <b>PDF</b> format (Use this format if you don't need to make changes to the document such as a Web document)  <input type="checkbox"/> Create file in <b>WORD</b> format (Use this format if you will be making changes to the final document)  <input type="checkbox"/> Create <b>.jpg</b> format (Use this if pictures are to be scanned and not re-sized)  <input type="checkbox"/> Create in <b>.tiff</b> format (Use this if pictures are to be scanned and not re-sized)  <input type="checkbox"/> Create in <b>.bmp</b> format (Use this if pictures are to be re-sized)  <input type="checkbox"/> Other format....Please indicate _____	<b>Hard copy documents must follow the guidelines below:</b> <ul style="list-style-type: none"><li>All jobs are to be brought in archive boxes (if large jobs), or accordion files (if smaller job).</li><li>Separate multiple documents with a rubber band, binder clip or hanging file folder.</li><li>Indicate where "bookmarks" ( Table of contents) are needed with post it notes.</li><li>Documents must be free of: paper clips, staples, post-it notes</li><li>Documents must not have bindings (spiral, 3-ring, glue, folder, etc.)</li></ul> Documents to be scanned or converted to PDF should be included with this request when submitting to ASD for service.
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Worker Last Name	Date Completed
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